

# UTICA CITY SCHOOL DISTRICT

## **Enrollment Process for Students in Temporary Housing**

STEP 1: Enrollees who check the box "Temporary Address" on the registration form must complete the district "Student Residency Questionnaire."

*If, from the Questionnaire, the student is determined to be homeless:*

STEP 2: The student must be immediately enrolled, even if all of the necessary documents for registration are not produced. The registrar should contact the LEA Liaison of the school district. The registrar should review school choices with the student including continued enrollment in the school district of origin and free transportation to that district.

STEP 3: In addition to the questionnaire, the liaison must complete the **STAC 202** form.

STEP 4: Distribute informational brochure to parent (brochures are available from NYS-TEACHS). Photocopy all of the completed registration documents, including the STAC 202 form, and give a copy to the parent/guardian/ unaccompanied youth for safekeeping.

STEP 5: Arrange for transportation, if necessary. It must be provided if the student attends school in the district of origin or the previous district of current location or if it is available to other students.

STEP 6: Fax completed STAC 202 form to the LEA Liaison.

STEP 7: Request the health and school records from the school the student previously attended.

*If, from the Questionnaire, it is unclear whether the student meets the definition of "homeless":*

STEP 2: Contact the Homeless Liaison at the Special Education Office at 315-792-2283 for further instruction.

STEP 3: If the individual seeking enrollment believes s/he is homeless, the student must be enrolled immediately and an investigation by the Homeless Liaison will follow.

*If, from the Questionnaire, the student is determined to be permanently housed (not homeless) AND the parent/guardian/unaccompanied youth wishes to dispute the enrollment decision:*

STEP 2: Provide the parent / guardian / unaccompanied youth with a written statement explaining the school's enrollment decision, including the guidelines for the district's appeal process (for an example, see [McKinney Vento Dispute Resolution letter.](#))

STEP 3: Notify the Special Education Office of the appeal and refer parents/ guardian/ unaccompanied youth to liaison for assistance with the appeal.

STEP 4: Immediately enroll the student in school where enrollment is sought and provide transportation if requested. Continue enrollment and transportation for 30 days to allow the parent/guardian/youth time to decide whether or not to appeal. If the parent/guardian/youth appeals the district's determination, the district must continue to provide enrollment and transportation throughout the period of the dispute and all available appeals.